NORTHSIDE INDEPENDENT SCHOOL DISTRICT
POLICE DEPARTMENT
5619 Grissom Road
San Antonio, Texas 78238
Tel: (210) 397-5650 • Fax: (210) 706-7610
www.nisd.net

Dr. Jo Ann Fey
Deputy Superintendent

Jessica Palomares
Interim Superintendent

Richard B. Palomo
Chief of Police

Confidential Information

To ensure that privacy concerns are protected and legal standards are met, the Northside ISD Police Department may object to the following types of report data being made available to the public. Among the exclusions are:

1. Sexually oriented reports
2. Reports involving juveniles / children / minors
3. Reports with suspects and witness information (information on people not arrested)
4. Attempted Suicide reports
5. Reports regarding the mentally ill
6. Information regarding active criminal investigations

The Northside ISD Police Department will make every effort to get the information that you request to you immediately. The time taken to process your request will vary depending on the volume of requests received. The Northside ISD Police Department reserves the right to seek a ruling from the Texas Office of the Attorney General regarding the release of any records. If such a ruling is sought, the Northside ISD Police Department or the Northside ISD Open Records Technicians will notify you of that fact within ten (10) business days, excluding weekends and city closures.

For police reports related to a pending criminal prosecution, the Northside ISD Police Department can object to release of the report. However, **except for cases involving a minor**, the public portion of the report may be released. The public portion of a report includes:
a. The basic information of the arrested person(s)
b. The basic information of the victim/complainant/reporting person
c. The basic narrative

The public portion of a report (in most cases) **does not include**:
a. The date of birth, phone number, and personal information of an arrested person.
b. Any details of a suspected person(s) (a person that was not arrested).
c. Any other details of the victim/complainant/reporting person other than their name, age, and description.
d. Any details of any witnesses.

By signing my name below, I certify that I have read and understand the above information. At this time, I am requesting the: (public ☐ / non-public ☐ portion of the report. (Check or mark a box)

_____
Signature

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Please fill out the below listed information, print clearly, and include as much information as possible to ensure this request is processed efficiently:

1. Date of Request:

_____

2. Name of the Requestor:

_____

3. Requestor's Email Address:

_____

4. Requestor's Address: City: State: Zip Code:

_____

5. Requestor's Phone:

_____

6. Requestor's Company Name (If Applicable):

_____

7. Northside ISD Police Case Number:

_____

8. Date of the Incident:

_____

9. Approximate Time of the Incident: _____: am/pm (Circle one)

10. Name and Date of Birth of Complainant, Victim or Drivers Involved:

_____

_____

_____

11. The Address, Block or Intersection of Where the Police were Dispatched to:

_____

_____

_____

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12. If the information you want is not listed as an option, please give a detailed description of the information that you seek:

_____

_____

_____

_____

OFFICE USE ONLY - Documents provided/verified at time of request

Received/verified by: _____

☐ Birth certificate/court order: Parent_____ Juvenile: _____

☐ Driver's License: _____ ☐ Other: _____